GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PR&RD Department- Establishment of Village Secretariat System in the State - Job Chart of Village Functionaries - **Job Chart of Panchayat Secretary** – Amendment to G.O.Ms.No.2, PR&RD (MDL-I) Dept., Dated: 25.01-2023 - Orders - Issued.

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PANCHAYAT RAJ & RURAL DEVELOPMENT (MDL-I) DEPARTMENT

G.O.Ms.No. 6

Dated: 01.02.2023

Read the following: -

1. G.O.Ms.No.149, PR&RD (MDL-I) Dept., Dated: 30-09-2019
2. G.O.Ms.No.2, PR&RD (MDL-I) Dept., Dated: 25.01-2023
3. From the Commissioner, PR&RD proposal in e-file No.1976109.

O R D E R :-

In the circumstances reported by the Commissioner, PR&RD Dept in the reference 3rd read above, and after taking into consideration of the matter, Government hereby issue an amendment to the G.O.Ms No.2, PR&RD (MDL-I) Dept., Dated: 25.01-2023 as under :

AMENDMENT

2. The points referred in Administrative Functions of Section-I of the G.O 2nd read above shall be read as follows :

For	Read as
Panchayat Secretary shall act as Head of the Village Secretariat	Panchayat Secretary shall act as the Convenor of Village Secretariat
Panchayat Secretary shall forward all the leaves other than Casual Leaves and Optional Holidays of the Village Secretariat Functionaries to their respective Mandal / District Heads of the Departments as per the existing Rules.	Panchayat Secretary shall forward all the leaves of the Village Secretariat Functionaries to their respective Mandal / District Heads of the Departments as per the existing Rules.

3. . The following point referred in Administrative Functions of the G.O 2nd read above shall be omitted :

"Panchayat Secretary shall approve the Casual Leaves / Optional Holidays of the all the Functionaries in the Village Secretariat including Panchayat Secretary (Grade-VI) (Digital Assistant), Engineering

(PTO)

Assistant, Welfare & Education Assistant, Survey Assistant, Agriculture / Horticulture / Sericulture Assistant , Veterinary / Fisheries Assistant, Grama Mahila Police, Energy Assistant, ANM and Village Revenue Office"

4. The Commissioner of Panchayat Raj and Rural Development, Tadepalli, Guntur District shall take necessary further action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B RAJSEKHAR
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner of Panchayat Raj & Rural Development, A.P, Tadepalli, Guntur District.
The Department of Gram Volunteers / Ward Volunteers & Village Secretariats / Ward Secretariats.
All the District Collectors.
All the Chief Executive Ofcers, Zilla Parishads.
All the District Panchayat Ofcers.
All the Mandal Parishad Development Ofcers (MPDOs).
Copy to:
The Principal Secretary to Hon'ble C.M.
The O.S.D. Chief Secretary to Govt., A.P. Secretariat, Velagapudi.
P.S. to Minister for PR&RD & M&G, A.P. Secretariat, Velagapudi.
P.S. to Principal Secretary to Government, PR&RD, A.P. Secretariat, Velagapudi.
SF/SC.

//FORWARDED::BY::ORDER//

SECTION OFFICER